

U.S. DEPARTMENT OF EDUCATION  
National Center for Education Statistics

Conducted by:  
U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

# **PRIVATE SCHOOL QUESTIONNAIRE**

## **SCHOOLS AND STAFFING SURVEY**

### **2011-12 SCHOOL YEAR**

*(Please correct any errors in school name, address, and ZIP Code.)*

**THIS SURVEY HAS BEEN ENDORSED BY:**  
To be determined

NOTICE> This survey is authorized by the Education Sciences Reform Act of 2002, **20 U.S. Code §9541(b) and §9543(a)**. The results will only be produced as statistical summaries.

**DEAR PRINCIPAL OR SCHOOL HEAD:**

The Schools and Staffing Survey is the largest sample survey of America's elementary and secondary schools. Your participation is important. Below are answers to some general questions.

**WHAT IS THE PURPOSE OF THIS SURVEY?**

The purpose of this survey is to obtain information about schools, such as staffing patterns, student characteristics, and programs and services offered.

**WHO IS CONDUCTING THIS SURVEY?**

The U.S. Census Bureau is conducting this survey for the National Center for Education Statistics (NCES) of the U.S. Department of Education.

**WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?**

Policymakers and educational leaders rely on data from this survey to inform their decisions concerning K-12 schools. Because it is a sample survey, your responses represent the responses of many. Higher response rates give us confidence that the findings are accurate.

**WILL YOUR RESPONSES BE KEPT CONFIDENTIAL?**

Your responses are protected from disclosure by federal statute (20 U.S.C., § 9573). All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

**HOW WILL YOUR INFORMATION BE REPORTED?**

The information you provide will be combined with the information provided by others in statistical reports. No individually-identifiable data will be included in the statistical reports.

**WHERE SHOULD YOU RETURN YOUR COMPLETED QUESTIONNAIRE?**

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope or mail it to:

**U.S. CENSUS BUREAU  
ATTN: DCB 60A  
1201 E. 10th STREET  
JEFFERSONVILLE, IN 47132-0001**

**WE HOPE YOU WILL PARTICIPATE IN THIS VOLUNTARY SURVEY.  
SINCERELY,**

**JACK BUCKLEY Commissioner for Education Statistics  
National Center for Education Statistics**

## INSTRUCTIONS AND DEFINITIONS

The data you enter on this form will be captured through the use of imaging technology. Please print all information clearly in ordinary characters, using a **blue or black ballpoint pen**.

**Correct** marking example – (*Use care to keep characters in their designated spaces.*)

**Incorrect** marking example –

- a.** If you are unsure about how to answer a question, please give the best answer you can rather than leaving it blank.
- b.** If you have any questions, call the U.S. Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time). The U.S. Census Bureau is also available to answer your questions via e-mail at: [dsd.sass@census.gov](mailto:dsd.sass@census.gov).

**Grades K-12 and comparable ungraded levels.** This survey focuses on schools offering any of grades K-12 or ungraded levels at the elementary or secondary level. The term “ungraded levels” refers to schools that classify students by an alternative means other than particular grade levels (e.g., Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, etc.).

## YOUR COMMENTS

### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0598. The time required to complete this information collection is estimated to average 50 minutes per response, including the time spent to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have comments or concerns about the contents of this questionnaire, e-mail: [dsd.sass@census.gov](mailto:dsd.sass@census.gov), or write directly to: Schools and Staffing Survey, National Center for Education Statistics, 1990 K Street, N.W., #9018, Washington, DC 20006.

## I GENERAL INFORMATION AND SCHOOL AFFILIATION

### 1. How many students were enrolled in each of the following grade levels around the first of October?

- Report only for the school named on the front of this questionnaire.
- Do NOT include postsecondary or adult education students, or children who are enrolled only in day care at this school.
- In column (1), mark (X) "Yes" or "No" for each grade level.
- In column (2), record the number of students for each grade level with "Yes" marked in column (1).

	Does this school have students in this grade?	Number of students in this grade
a. Ungraded (including ungraded special education students)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
b. Nursery and prekindergarten	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
c. Kindergarten ( <i>traditional year of school primarily for 5-year-olds prior to first grade</i> )	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
d. Transitional (or readiness) kindergarten ( <i>extra year of school for kindergarten-age children who are judged not ready for kindergarten</i> )	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
e. Transitional first (or prefirst) grade ( <i>extra year of school for children who have attended kindergarten but have been judged not ready for first grade</i> )	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —

**1. Continued – How many students were enrolled in each of the following grade levels around the first of October?**

f. 1 <sup>st</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
g. 2 <sup>nd</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
h. 3 <sup>rd</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
i. 4 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
j. 5 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
k. 6 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
l. 7 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
m. 8 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
n. 9 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
o. 10 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
p. 11 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —
q. 12 <sup>th</sup>	<input type="checkbox"/> Yes → <input type="checkbox"/> No	—, — — —

**2. What was the total number of students enrolled in this school around the first of October?**

*Please sum lines 1(a) through 1(q).*

—, — — —

**3. Around the first of October, how many students in grades K-12 and comparable ungraded levels were enrolled in this school?**

*Do NOT include prekindergarten, postsecondary, or adult education students.*

—, — — — Students

**4. Is this school coeducational?**

☐ Yes

☐ No, it is an all-female school → GO TO item 6 on page X

☐ No, it is an all-male school → GO TO item 6 on page X

**5. Around the first of October, how many MALE students in grades K-12 and comparable ungraded levels were enrolled in this school?**

*Do NOT include prekindergarten, postsecondary, or adult education students.*

*If none, please mark (X) the box.*

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Male students

**6. Around the first of October, how many students enrolled in grades K-12 and comparable ungraded levels were –**

*Do NOT include prekindergarten, postsecondary, or adult education students.*

*Please only include each student in one category below so none are double-counted.*

*If none, please mark (X) the box.*

**a. Hispanic or Latino, regardless of race?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**b. White, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**c. Black or African American, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**d. Asian, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**e. Native Hawaiian or other Pacific Islander, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**f. American Indian or Alaska Native, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**g. Two or more races, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_, \_\_\_ \_\_\_ Students

**h. Total students (sum of entries in items 6a-g)**

\_\_\_, \_\_\_ \_\_\_ Students

*NOTE: Sum of entries in items 6a-g should be equal to entry in item 3 on page X.*

**7. For this school year (2011-12), what is the Average Daily Attendance (ADA) percentage at this school?**

*Round to the nearest whole PERCENT.*

\_\_\_ \_\_\_ Percent

**8. How long is the school DAY for students in this school?**

*Report BOTH hours and minutes, e.g., 06 hours and 00 minutes, 05 hours and 45 minutes, etc.*

*If the length of day varies by grade level, record the longest day.*

There are \_\_\_ Hours **AND** \_\_\_ Minutes in each school **DAY**.

**9. At what time do most of the students in this school begin the school day?**

*If PM, please mark (X) the box.*

\_\_ \_\_ : \_\_ \_\_ AM

\_\_ PM

**10. How many days are in the school YEAR for students in this school or program?**

\_\_ \_\_ \_\_ Days per school **YEAR**

**11a. How long is the school day for a kindergarten, transitional kindergarten, or transitional first grade student?**

*Mark (X) only one box.*

\_\_ School or program does not offer kindergarten, transitional kindergarten, or transitional first grade → *GO TO item 12 on below.*

\_\_ Full day (4 hours or more per day)

\_\_ Half day (less than 4 hours per day)

\_\_ Both offered

**b. How many days per week does a kindergarten, transitional kindergarten, or transitional first grade student attend?**

*If the number of days per week varies (e.g., some students attend 3 days per week and some attend 5 days per week), record the most days that a student would attend in a week.*

\_\_ Days per week

**12. Does this school have a library media center?**

(A library media center is an organized collection of printed and/or audiovisual and/or computer resources which is administered as a unit, is located in a designated place or places, and makes resources and services available to students, teachers, and administrators. A library media center may be called a school library, media center, resource center, information center, instructional materials center, learning resource center, or any other similar name.)

\_\_ Yes

\_\_ No

**13. Which of the following best describes this school?**

*Mark (X) only one box.*

- ☐ REGULAR school – elementary or secondary
- ☐ MONTESSORI school
- ☐ SPECIAL PROGRAM EMPHASIS school – such as a science or math school, performing arts school, talented or gifted school, foreign language immersion school, etc.
- ☐ SPECIAL EDUCATION school – primarily serves students with disabilities
- ☐ CAREER/TECHNICAL/VOCATIONAL school – primarily serves students being trained for occupations
- ☐ EARLY CHILDHOOD PROGRAM OR DAY CARE CENTER – such as kindergarten only, prekindergarten and kindergarten only, kindergarten and transitional first grade only, day care and transitional kindergarten only, etc.
- ☐ OTHER/ALTERNATIVE school – offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into the categories of regular, special program emphasis, special education, or vocational school – *Please describe.*
- 

**14. Is this ENTIRE SCHOOL specifically for students who have been suspended or expelled, who have dropped out, or who have been referred for behavioral or adjustment problems?**

- ☐ Yes
- ☐ No

**15. Is a major role of this school to support homeschooling?**

- ☐ Yes
- ☐ No

**16. Is this school located in a private home that is used primarily as a family residence?**

- ☐ Yes
- ☐ No

**17. Does this school have a religious orientation or purpose?**

- ☐ Yes
- ☐ No → *GO TO item 20 on page XX.*

**18. Is this school affiliated with a religious organization or institution?**

- ☐ Yes
- ☐ No



**19. What is this school's religious orientation or affiliation?**

*Mark (X) only one box.*

- |  |   |                               |   |
|--|---|-------------------------------|---|
| <input type="checkbox"/> Roman Catholic  | → | <b>Is this school –</b>       |   |
| <input type="checkbox"/> African Methodist Episcopal   |   | <i>Mark (X) only one box.</i> |   |
| <input type="checkbox"/> Amish   |   |                               | <input type="checkbox"/> Parochial (or inter-parochial) |
| <input type="checkbox"/> Assembly of God   |   |                               | <input type="checkbox"/> Diocesan                       |
| <input type="checkbox"/> Baptist   |   |                               | <input type="checkbox"/> Private                        |
| <input type="checkbox"/> Brethren  |   |                               |   |
| <input type="checkbox"/> Calvinist   |   |                               |   |
| <input type="checkbox"/> Christian (no specific denomination)                                |   |                               |   |
| <input type="checkbox"/> Church of Christ  |   |                               |   |
| <input type="checkbox"/> Church of God   |   |                               |   |
| <input type="checkbox"/> Church of God in Christ   |   |                               |   |
| <input type="checkbox"/> Church of the Nazarene  |   |                               |   |
| <input type="checkbox"/> Disciples of Christ   |   |                               |   |
| <input type="checkbox"/> Episcopal   |   |                               |   |
| <input type="checkbox"/> Friends   |   |                               |   |
| <input type="checkbox"/> Greek Orthodox  |   |                               |   |
| <input type="checkbox"/> Islamic   |   |                               |   |
| <input type="checkbox"/> Jewish  |   |                               |   |
| <input type="checkbox"/> Latter Day Saints   |   |                               |   |
| <input type="checkbox"/> Lutheran Church – Missouri Synod                                    |   |                               |   |
| <input type="checkbox"/> Evangelical Lutheran Church in America (formerly AELC, ALC, or LCA) |   |                               |   |
| <input type="checkbox"/> Wisconsin Evangelical Lutheran Synod                                |   |                               |   |
| <input type="checkbox"/> Other Lutheran  |   |                               |   |
| <input type="checkbox"/> Mennonite   |   |                               |   |
| <input type="checkbox"/> Methodist   |   |                               |   |
| <input type="checkbox"/> Pentecostal   |   |                               |   |
| <input type="checkbox"/> Presbyterian  |   |                               |   |
| <input type="checkbox"/> Seventh-Day Adventist   |   |                               |   |
| <input type="checkbox"/> Other – <i>Specify</i>  |   |                               |   |

**20. To which of the following associations or organizations does this school belong?**

*Mark (X) all that apply.*

☐ This school does NOT belong to ANY associations or organizations

**RELIGIOUS**

- ☐ Accelerated Christian Education (ACE) (or School of Tomorrow)
- ☐ American Association of Christian Schools (AACCS)
- ☐ Association of Christian Schools International (ACSI)
- ☐ Association of Christian Teachers and Schools (ACTS)
- ☐ Association of Classical and Christian Schools (ACCS)
- ☐ Christian Schools International (CSI)
- ☐ Evangelical Lutheran Education Association (ELEA)
- ☐ Friends Council on Education (FCE)
- ☐ General Conference of the Seventh-Day Adventist Church (GCSDAC)
- ☐ Islamic School League of America (ISLA)
- ☐ Jesuit Secondary Education Association (JSEA)
- ☐ National Association of Episcopal Schools (NAES)
- ☐ National Catholic Educational Association (NCEA)
- ☐ National Christian School Association (NCSA)
- ☐ National Society for Hebrew Day Schools (Torah U'Mesorah)
- ☐ Oral Roberts University Educational Fellowship (ORUEF)
- ☐ The Jewish Community Day School Network (RAVSAK)
- ☐ Solomon Schechter Day School Association (SSDSA)
- ☐ Southern Baptist Association of Christian Schools (SBACS)
- ☐ Other religious school association(s) – *Specify* \_\_\_\_\_

**SPECIAL EMPHASIS**

- ☐ American Montessori Society (AMS)
- ☐ Association Montessori International (AMI)
- ☐ Other Montessori association(s)
- ☐ Association of Military Colleges and Schools (AMCS)
- ☐ Association of Waldorf Schools of North America (AWSNA)
- ☐ National Association of Private Special Education Centers (NAPSEC)
- ☐ Other association(s) for exceptional children
- ☐ European Council for International Schools (ECIS)
- ☐ National Association for the Education of Young Children (NAEYC)
- ☐ National Association of Laboratory Schools (NALS)
- ☐ National Coalition of Girls Schools (NCGS)
- ☐ Other special emphasis association(s) – *Specify* \_\_\_\_\_

**OTHER SCHOOL ASSOCIATIONS OR ORGANIZATIONS**

- ☐ Alternative School Network (ASN)
- ☐ National Association of Independent Schools (NAIS)
- ☐ State or regional independent school association
- ☐ National Coalition of Alternative Community Schools (NCACS)
- ☐ National Independent Private Schools Association (NIPSA)
- ☐ The Association of Boarding Schools (TABS)
- ☐ Other school association(s) – *Specify* \_\_\_\_\_

## II ADMISSIONS, PROGRAMS, AND TUITION

### 21a. Do any students board at this school?

☐ Yes  
☐ No → GO TO item 22 below.

### b. How many students board at this school?

☐ All or ☐ \_\_, ☐ \_\_ ☐ Students

### 22. Does this school charge tuition for any students?

☐ Yes  
☐ No → GO TO item 25a on page XX.

### 23a. Does this school have any policy for modifying or discounting tuition rates, such as on the basis of additional students from the same family, financial need, or church membership?

☐ Yes  
☐ No → GO TO item 24 below.

### b. How many students receive a modified or discounted tuition rate on the basis of FINANCIAL NEED?

*If none, please mark (X) the box.*

☐ None or ☐ \_\_, ☐ \_\_ ☐ Students

### 24. What is the highest ANNUAL tuition charged by this school for a full-time student?

*Please report in whole dollars.*

*Do not include boarding fees.*

\$\_\_ \_\_ \_\_, \_\_ \_\_ \_\_.00 Per year

### 25a. Does this school have any special requirements when admitting students OTHER THAN other than proof of immunization, age, or residence?

☐ Yes  
☐ No → GO TO item 26 on page XX.

### b. Does this school use the following requirements when deciding whether to admit students?

#### (1) Student scores on an admission test

☐ Yes  
☐ No

#### (2) Student scores on a standardized achievement test

☐ Yes  
☐ No

**25b. Continued – Does this school use the following requirements when deciding whether to admit students?**

**(3) Academic record**

- ☐ Yes  
☐ No

**(4) Special student needs**

(e.g., giving preference to students "at risk" or with disabilities)

- ☐ Yes  
☐ No

**(5) Special student aptitudes, skills, or talents** (e.g., giving preference to academically gifted students or students of the arts)

- ☐ Yes  
☐ No

**(6) Personal interview**

- ☐ Yes  
☐ No

**(7) Recommendations**

- ☐ Yes  
☐ No

**(8) Lottery system for all incoming students**

- ☐ Yes  
☐ No

**(9) Signed school-parent compact**

(This is an agreement between school community members [e.g., parents, principals, teachers, and students] that acknowledges the shared responsibility for student learning and/or the school's policies)

- ☐ Yes  
☐ No

**(10) Religious affiliation**

- ☐ Yes  
☐ No

**26. Does this school offer the following programs?**

**a. Programs with special instructional approaches**

(e.g., self-paced instruction, open education, ungraded classrooms, etc.)

- ☐ Yes  
☐ No

**26. Continued – Does this school offer the following programs?**

**b. Talented or gifted program or honors courses**

(Designed for students with specifically identified talents or exceptional academic achievement)

☐ Yes

☐ No

**c. A program in which at least half of the core subjects are taught in a foreign language**

(A foreign language immersion program)

☐ Yes

☐ No

**d. Advanced placement (AP) courses for college credit**

☐ Yes

☐ No

**e. International Baccalaureate (IB)**

(An international curriculum certified by the International Baccalaureate Organization)

☐ Yes

☐ No

**f. Distance learning course(s)**

(Taught primarily via television, satellite, Internet, or e-mail)

☐ Yes

☐ No

**27. Are the following programs or services currently available AT THIS SCHOOL for students in any of grades K-12 or comparable ungraded levels, regardless of funding source?**

**a. Before-school or after-school program providing instruction beyond the normal school day for students who need academic assistance**

☐ Yes

☐ No

**b. Before-school or after-school program providing instruction beyond the normal school day for students who seek academic advancement or enrichment**

☐ Yes

☐ No

**c. Before-school or after-school day care programs**

☐ Yes

☐ No

**28. LAST summer (2011) or LAST school year (2010-11), were summer school activities or academic intersessions provided for students enrolled in this school who needed ACADEMIC ASSISTANCE?**

☐ Yes

☐ No

**29. LAST summer (2011) or LAST school year (2010-11), were summer school activities or academic intersessions provided for students enrolled in this school who sought ACADEMIC ADVANCEMENT OR ENRICHMENT?**

☐ Yes

☐ No

### III STUDENTS AND CLASS ORGANIZATION

**30. THIS school year (2011-12), does this school use the following methods to organize most classes or most students?**

**a. Traditional grades or academic discipline-based departments**

☐ Yes

☐ No

**b. Grades subdivided into small groups such as “houses” or “families”**

☐ Yes

☐ No

**c. Student groups that remain two or more years with the same teacher**

(e.g., looping)

☐ Yes

☐ No

**d. Multi-age grouping**

(Most students normally in different grades placed together)

☐ Yes

☐ No

**e. Block scheduling**

(Class periods scheduled to create extended blocks of instruction time)

☐ Yes

☐ No

**31a. Does this school use a year-round calendar to distribute school days across 12 months?**

☐ Yes

☐ No → *GO TO item 32 below.*

**b. Do all students attend on the same cycle?**

☐ Yes

☐ No

**32. Does this school have students in one or more of grades 9-12?**

☐ Yes → *GO TO item 33 on page XX.*

☐ No → *GO TO Section IV on page XX.*



**33. Are the following opportunities available for students in grades 9-12 in this school?**

**a. Dual or concurrent enrollment that offers both high school and college credit?**

☐ Yes →

**Is this funded by the school?**

☐ Yes

☐ No

☐ No

**b. Career and technical education courses**

(These include courses on topics such as: agriculture, business, computer science, health care, public and consumer services, communications, construction, engineering, manufacturing, repair, science, or transport technologies.)

☐ Yes

☐ No

**c. Work-based learning or internships outside of school, in which students earn COURSE CREDITS for supervised learning activities that occur in paid or unpaid workplace assignments**

☐ Yes

☐ No

**d. Specialized career academy**

(Curriculum organized around a specific career area, such as health, hospitality, IT.)

☐ Yes

☐ No

## IV GRADUATION REQUIREMENTS

### 34. Does this school grant high school diplomas?

*Do not include vocational certificates, certificates of attendance, or certificates of completion.*

☐ Yes

☐ No → *GO TO item 38 below.*

### 35. For high school graduates of the class of 2012, how many years of instruction are required in each of the following areas for a standard diploma?

*Record the number to the nearest TENTH, e.g., 3.0, 2.5, etc.*

*If none, please mark (X) the box.*

#### a. English or language arts

☐ None or ☐ Years

#### b. Mathematics

☐ None or ☐ Years

#### c. Computer science

☐ None or ☐ Years

#### d. Social sciences, social studies (e.g., history, geography, economics)

☐ None or ☐ Years

#### e. Science

☐ None or ☐ Years →

#### f. Foreign languages

☐ None or ☐ Years

### 36. For high school graduates of the class of 2012, does this school have a community service requirement for a standard diploma?

☐ Yes

☐ No → *GO TO item 38 below.*

### 37. What is the minimum number of community service hours required of the high school graduates in the class of 2012?

Hours

### 38. LAST school year (2010-11), were any students enrolled in 12th grade?

☐ Yes

☐ No → *GO TO Section V on page XX.*

### 39. How many students were enrolled in 12th grade around October 1, 2010?

,    12th graders

**40a. How many students graduated from the 12<sup>th</sup> grade with a diploma LAST school year (2010-11)?**

*Include 2011 summer graduates. Do not include students who received only vocational certificates, certificates of attendance, or certificates of completion.*

*If none, please mark (X) the box.*

\_\_\_ None → *GO TO Section V on page XX.*

\_\_\_, \_\_\_ \_\_\_ Students graduated

**b. Of those who graduated with a diploma LAST school year (2010-11), approximately what percentage went to four-year colleges?**

*If none, please mark (X) the box.*

*Round to the nearest whole percent.*

\_\_\_ None or \_\_\_ \_\_\_ Percent

## V STAFFING

In item 41, we ask for the number of teachers for grades K-12 by the amount of time they teach at THIS school.

### Example:

The following is an example to illustrate how to report teachers in this item for a school that includes prekindergarten through grade 8.

If this school has eight full-time teachers for grades 1-8, one full-time teacher who teaches kindergarten  $\frac{1}{2}$  time and prekindergarten  $\frac{1}{2}$  time, a music teacher who teaches two days each week, a physical education teacher who teaches three days each week, and a teaching principal who teaches one 30-minute class each day, you would complete item 41 as follows:

\_\_\_ None **or** \_\_\_ **8** Full-time teachers

X \_\_\_ None **or** \_\_\_ \_\_\_ Teach at least  $\frac{3}{4}$  time but less than full time

\_\_\_ None **or** \_\_\_ **2** Teach at least  $\frac{1}{2}$  time but less than  $\frac{3}{4}$  time

*This number includes the one full-time teacher who teaches kindergarten  $\frac{1}{2}$  time and prekindergarten  $\frac{1}{2}$  time. The time he or she spends teaching prekindergarten is not counted in item 41. This number also includes the physical education teacher who teaches three days a week.*

\_\_\_ None **or** \_\_\_ **1** Teach at least  $\frac{1}{4}$  time but less than  $\frac{1}{2}$  time

*This includes the music teacher who teaches two days a week.*

\_\_\_ None **or** \_\_\_ **1** Teach less than  $\frac{1}{4}$  time

*This includes the principal who teaches one 30-minute class each day. The time he or she spends working as a principal is not included in item 41.*

\_\_\_ **12 TOTAL TEACHERS**

**41. Around the first of October, how many persons were teaching in grades K-12 and/or COMPARABLE ungraded levels at this school in the following time categories?**

*Consider only the amount of time an individual works as a teacher during a typical week at THIS school.*

*Include:*

- Regular classroom teachers
- Teachers who teach subjects such as music, art, physical education, and special education
- Teaching principals or administrators who teach a regularly scheduled class at this school

*Do NOT include:*

- Teachers who teach *ONLY* nursery, prekindergarten, postsecondary, or adult education
- Student teachers, teacher aides, day care aides, or short-term substitute teachers
- Counselors, library media specialists or librarians, speech therapists, social workers, or administrators *UNLESS* they also teach a regularly scheduled class at *THIS* school

*If none, please mark (X) the box.*

\_\_\_ None **or** \_\_\_ \_\_\_ Full-time teachers

\_\_\_ None **or** \_\_\_ \_\_\_ Teach at least  $\frac{3}{4}$  time but less than full time

\_\_\_ None **or** \_\_\_ \_\_\_ Teach at least  $\frac{1}{2}$  time but less than  $\frac{3}{4}$  time

\_\_\_ None **or** \_\_\_ \_\_\_ Teach at least  $\frac{1}{4}$  time but less than  $\frac{1}{2}$  time

\_\_\_ None **or** \_\_\_ \_\_\_ Teach less than  $\frac{1}{4}$  time

\_\_\_ None **or** \_\_\_ \_\_\_ **Total Teachers**

*In item 42, include only TEACHERS who teach students in one or more of grades K-12 or comparable ungraded levels. Do NOT include student teachers, short-term substitute teachers, or teachers who teach only nursery, prekindergarten, postsecondary, or adult education.*

**42. Of the full-time and part-time TEACHERS in this school around the first of October, how many were –**

*If none, please mark (X) the box.*

*Please only include each teacher in one category below so none are double-counted.*

**a. Hispanic or Latino, regardless of race?**

\_\_\_ None **or** \_\_\_ \_\_\_ Teachers

**b. White, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_ \_\_\_ Teachers

**c. Black or African American, not of Hispanic or Latino origin?**

\_\_\_ None **or** \_\_\_ \_\_\_ Teachers

**42. Continued – Of the full-time and part-time TEACHERS in this school around the first of October, how many were –**

**d. Asian, not of Hispanic or Latino origin?**

\_\_\_ None or \_\_\_ \_\_\_ Teachers

**e. Native Hawaiian or other Pacific Islander, not of Hispanic or Latino origin?**

\_\_\_ None or \_\_\_ \_\_\_ Teachers

**f. American Indian or Alaska Native, not of Hispanic or Latino origin?**

\_\_\_ None or \_\_\_ \_\_\_ Teachers

**g. Two or more races, not of Hispanic or Latino origin?**

\_\_\_ None or \_\_\_ \_\_\_ Teachers

**NOTE:** Sum of entries in items 42a-g should equal the sum of entries in item 41 on page XX.

**43. Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?**

(Staff with **part-time** positions or assignments include: Employees shared with other schools or the school office and employees who perform more than one function at this school, such as a teaching principal.)

*If no FULL-TIME staff-members exist please mark (X) the “None” box under FULL-TIME.*

*If no PART-TIME staff members exist please mark (X) the “None” box under PART-TIME.*

*If no full-time or part-time staff members exist please mark (X) the “None” boxes under BOTH full-time AND part-time.*

	<b>FULL-TIME</b>	<b>PART-TIME</b>
<b>a. Principals or School heads</b>	___ None ___ ___	___ None ___ ___
<b>b. Vice principals and assistant principals or school heads</b>	___ None ___ ___	___ None ___ ___
<b>c. Other managers, such as business manager, developmental director, director of admissions</b>	___ None ___ ___	___ None ___ ___
<b>d. Instructional coordinators and supervisors, such as curriculum specialists</b>	___ None ___ ___	___ None ___ ___
<b>e. Library media specialists or Librarians</b>	___ None ___ ___	___ None ___ ___

**43. Continued – Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?**

<b>f. School/guidance counselors, excluding psychologists and social workers</b>	__ None __ __	__ None __ __
<b>g. Student support services professional staff</b>		
<b>(1) Nurses</b>	__ None __ __	__ None __ __
<b>(2) Social workers</b>	__ None __ __	__ None __ __
<b>(3) Psychologists</b>	__ None __ __	__ None __ __
<b>(4) Speech therapists or pathologists</b>	__ None __ __	__ None __ __
<b>(5) Other professional staff</b>	__ None __ __	__ None __ __
<b>h. Aides</b>		
<b>(1) Regular Title I aides</b>	__ None __ __	__ None __ __
<b>(2) English as a Second Language (ESL) or bilingual teacher aides</b>	__ None __ __	__ None __ __
<b>(3) Special education instructional aides</b>	__ None __ __	__ None __ __
<b>(4) Special education non-instructional aides</b>	__ None __ __	__ None __ __
<b>(5) Library media center instructional aides</b>	__ None __ __	__ None __ __
<b>(6) Library media center non-instructional aides</b>	__ None __ __	__ None __ __
<b>(7) Other classroom instructional aides</b>	__ None __ __	__ None __ __

**43. Continued – Around the first of October, how many STAFF held full-time or part-time positions or assignments in this school in each of the following categories?**

<b>(8) Other non-instructional aides</b>	__ None __ __	__ None __ __
<b>i. Secretaries and other clerical support staff</b>	__ None __ __	__ None __ __
<b>j. Food service personnel</b>	__ None __ __	__ None __ __
<b>k. Custodial, maintenance, and security personnel</b>	__ None __ __	__ None __ __
<b>l. Other employees not reported above</b>	__ None __ __	__ None __ __

**44. Around the first of October, how many SHORT-TERM substitute teachers of any grades K-12 were available to teach at this school?**

*Record HEAD COUNTS, not FTEs (full-time equivalent).*

*Do not include teachers who teach ONLY prekindergarten or adult education.*

\_\_ \_\_ \_\_ Short-term substitute teachers

**45. Does this school have a policy to encourage teacher attendance or prevent teachers from using an excessive amount of unplanned leave?**

(e.g., buying back unused leave, counting unused leave toward retirement, rewards for perfect attendance)

\_\_ Yes

\_\_ No

**46a. Do any of the teachers or staff have the following specialist assignments in this school?**  
(A specialist works with students.)

**(1) Reading specialist**

\_\_ Yes

\_\_ No

**(2) Math specialist**

\_\_ Yes

\_\_ No



**46a. Continued – Do any of the teachers or staff have the following specialist assignments in this school?**

**(3) Science specialist**

☐ Yes

☐ No

**b. Do any of the teachers or staff have the following coaching assignments in this school?**

(A coach works with teachers. Coaching includes observing lessons, providing feedback, and demonstrating teaching strategies.)

**(1) Reading coach**

☐ Yes

☐ No

**(2) Math coach**

☐ Yes

☐ No

**(3) Science coach**

☐ Yes

☐ No

**(4) General instructional/Not subject specific coach**

☐ Yes

☐ No

**47a. For THIS school year (2011-12), were there teaching vacancies in this school, that is, teaching positions for which teachers were recruited and interviewed by this school's hiring authority?**

*Please include teaching positions that were vacant for the 2011-12 school year and that may or may not have been filled before the start of the 2011-12 school year.*

☐ Yes

☐ No → GO TO Section VI on page XX.

47. Continued –

**b. How easy or difficult was it to fill the vacancies for this school year in each of the following fields?**

	<i>Mark (X) one box on each line.</i>					
	This position is not offered in this school	No vacancy in this field this school year	Easy	Somewhat difficult	Very difficult	Could not fill the vacancy
<b>(1) General elementary</b>	—	—	—	—	—	—
<b>(2) Special education</b>	—	—	—	—	—	—
<b>(3) English or language arts</b>	—	—	—	—	—	—
<b>(4) Social studies</b>	—	—	—	—	—	—
<b>(5) Computer science</b>	—	—	—	—	—	—
<b>(6) Mathematics</b>	—	—	—	—	—	—
<b>(7) Biology or life sciences</b>	—	—	—	—	—	—
<b>(8) Physical sciences (e.g., chemistry, physics, earth sciences)</b>	—	—	—	—	—	—
<b>(9) English as a Second Language (ESL) or bilingual education</b>	—	—	—	—	—	—
<b>(10) Foreign languages</b>	—	—	—	—	—	—
<b>(11) Music or art</b>	—	—	—	—	—	—
<b>(12) Career or technical education</b>	—	—	—	—	—	—
<b>(13) Other</b>	—	—	—	—	—	—

## VI SPECIAL PROGRAMS AND SERVICES

### 48a. Of the students enrolled in this school, do any have a formally identified disability?

*(A student with a formally identified disability may or may not have an IEP (Individualized Education Program) or Services Plan.)*

*Do not include prekindergarten, postsecondary, or adult education students.*

☐ Yes

☐ No → GO TO item 49a below.

### b. How many students have a formally identified disability in this school?

*Do not include prekindergarten, postsecondary, or adult education students.*

,    Students

### 49a. Does this school primarily serve students with disabilities?

*If you marked "SPECIAL EDUCATION school – primarily serves students with disabilities" for item 12, then please mark "Yes" for this item.*

☐ Yes → GO TO item 50a below.

☐ No

### b. How many students with disabilities are in each of the following instructional settings?

*The sum of entries in item 49b should equal the entry in item 48b above.*

*If none, please mark (X) the box.*

#### (1) All day in a regular classroom (100 percent of the school day)

☐ None or ,    Students

#### (2) Most of the day in a regular classroom (80-99 percent of the school day)

☐ None or ,    Students

#### (3) Some of the day in a regular classroom (40-79 percent of the school day)

☐ None or ,    Students

#### (4) Little or none of the day in a regular classroom (0-39 percent of the school day)

☐ None or ,    Students

### 50a. Of the students enrolled in this school as of October 1, have any been identified as limited-English proficient?

*(Limited-English proficient (LEP) refers to students whose native or dominant language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as to deny them the opportunity to learn successfully in an English-speaking-only classroom.)*

*Do not include prekindergarten, postsecondary, or adult education students.*

☐ Yes

☐ No → GO TO item 53 on page XX.

50. *Continued* –

**b. How many limited-English proficient students are enrolled in this school?**

\_\_\_, \_\_\_ \_\_\_ Students

**51. Does this school require limited-English proficient students to pass a test of English language proficiency to complete its limited-English proficient program?**

\_\_\_ Yes

\_\_\_ No

**52. Are limited-English proficient students in this school administered assessments at least once per year to determine their level of English language proficiency?**

\_\_\_ Yes

\_\_\_ No

**53. Does this school provide the following services for any PARENTS with limited-English skills?**

**a. Interpreters for meetings or parent-teacher conferences**

\_\_\_ Yes

\_\_\_ No, not provided

\_\_\_ No, no parents with limited-English skills

**b. Translations of printed materials, such as newsletters, school notices, or school signs**

\_\_\_ Yes

\_\_\_ No, not provided

\_\_\_ No, no parents with limited-English skills

**54a. Does this school have any prekindergarten students?**

**NOTE:** Previous items asking for student counts requested that prekindergarten students be excluded. Prekindergarten students are included here because they often receive National School Lunch Program and Title I services asked about in items 55-58.

\_\_\_ Yes

\_\_\_ No → *GO TO item 55a below.*

**b. Around the first of October, how many prekindergarten students were enrolled in this school?**

*Do NOT include nursery students.*

\_\_\_ \_\_\_ \_\_\_ Prekindergarten students

**55a. Does this school participate in the National School Lunch Program (that is, the federal free or reduced-price lunch program)?**

\_\_\_ Yes

\_\_\_ No → *GO TO item 56 on page XX.*

55. Continued –

**b. Around the first of October, how many students at this school were APPROVED for free or reduced-price lunches?**

*Report a separate count for prekindergarten students.*

*Do NOT include nursery students.*

*If none, please mark (X) the box.*

☐ None **or** ☐ ☐ ☐ K-12 students approved

☐ None **or** ☐ ☐ ☐ Prekindergarten students approved

**56. Around the first of October, did any students enrolled in this school receive Title I services at this school or at any other location?**

(Title I is a federally funded program that provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.)

☐ Yes

☐ No → GO TO item 59 on page XX.

**57. How many students participate in the Title I program?**

*Report a separate count for prekindergarten students.*

*If none or all, please mark (X) the box.*

☐ None

☐ All K-12 students

☐ ☐ ☐ ☐ K-12 students

☐ None

☐ All Prekindergarten students

☐ ☐ ☐ Prekindergarten students

**58. Are students receiving Title I services in –**

**a. Reading or language arts?**

☐ Yes

☐ No

**b. Mathematics?**

☐ Yes

☐ No

**c. English as a Second Language (ESL)?**

☐ Yes

☐ No

**59. In head counts, how many designated Title I teachers were teaching AT THIS SCHOOL around the first of October?**

*If none, please mark (X) the box.*

\_\_\_ None **or** \_\_\_ \_\_\_ \_\_\_ Title I teachers

## VII RECRUITMENT AND HIRING OF TEACHERS

**60a. For THIS school year (2011-12), were there teaching vacancies in this school, that is, teaching positions for which teachers were recruited and interviewed by this school's hiring authority?**

*Please include teaching positions that were vacant ofr the 2011-12 school year and that may or may not have been filled before the start of the 2011-12 school year.*

☐ Yes

☐ No → GO TO item 61a on page XX.

**b. How easy or difficult was it to fill the vacancies for this school year in each of the following fields?**

	<i>Mark (X) one box on each line.</i>					
	This position is not offered in this school	No vacancy in this field this school year	Easy	Some-what difficult	Very difficult	Could not fill the vacancy
<b>(1) General elementary</b>	—	—	—	—	—	—
<b>(2) Special education</b>	—	—	—	—	—	—
<b>(3) English or language arts</b>	—	—	—	—	—	—
<b>(4) Social studies</b>	—	—	—	—	—	—
<b>(5) Computer science</b>	—	—	—	—	—	—
<b>(6) Mathematics</b>	—	—	—	—	—	—
<b>(7) Biology or life sciences</b>	—	—	—	—	—	—
<b>(8) Physical sciences (e.g., chemistry, physics, earth sciences)</b>	—	—	—	—	—	—
<b>(9) English as a Second Language (ESL) or bilingual education</b>	—	—	—	—	—	—
<b>(10) Foreign languages</b>	—	—	—	—	—	—
<b>(11) Music or art</b>	—	—	—	—	—	—
<b>(12) Career or technical education</b>	—	—	—	—	—	—
<b>(13) Other</b>	—	—	—	—	—	—

**61a. Around the first of October, how many teachers were newly hired by this school for grades K-12 and comparable ungraded levels?**

(Newly hired teachers are teachers not employed in this school last school year as teachers.)

*Record HEAD COUNTS, not FTEs (full-time equivalent).*

*If none, please mark (X) the box.*

☐ None → GO TO item 62 on below.

☐ Teachers

**b. Of these newly hired teachers, how many were in their first year of teaching?**

*Record HEAD COUNTS, not FTEs (full-time equivalent).*

*If none, please mark (X) the box.*

☐ None or ☐ Teachers

**62. Is training available to prepare staff members in this school, at no cost to them, to teach in fields with current or anticipated shortages?**

☐ Yes

☐ No

**63. Does this school currently use the following to recruit teachers?**

**a. Signing bonuses**

☐ Yes

☐ No

**b. Forgiveness of student loan(s) funded by the school**

☐ Yes

☐ No

**c. Relocation assistance**

☐ Yes

☐ No

**d. Finder's fee to existing staff for new teacher referrals**

☐ Yes

☐ No

**64. Does this school currently use any incentives to recruit principals or school heads?**

☐ Yes

☐ No



**65. LAST SCHOOL YEAR (2010-11), how many teachers of the following types were DISMISSED or did not have their contracts renewed?**

*Record HEAD COUNTS, not FTEs (full-time equivalent).*

*If none, please mark (X) the box.*

*If this school does not have a tenure system, please distinguish teachers based on the definitions provided.*

*Please include only classroom teachers, which means any staff member who currently teaches any regularly scheduled classes in any of grades K-12. Please do NOT include short-term substitute teachers, aides, or librarians who only teach library skills or how to use the library.*

**a. Total teachers who were DISMISSED or did not have their contracts renewed:**

*Include both tenured and non-tenured teachers.*

\_\_\_ \_\_\_ \_\_\_ Teachers

\_\_\_ None → GO TO Section VIII on page XX.

**b. Total teachers who were dismissed or did not have their contracts renewed as a result of POOR PERFORMANCE (e.g., failed to perform professional duties and responsibilities, did not meet performance expectations):**

*Include both tenured and non-tenured teachers.*

\_\_\_ \_\_\_ \_\_\_ Teachers

\_\_\_ None → GO TO item 66 on page XX.

**c. Of those teachers who were dismissed or did not have their contracts renewed as a result of POOR PERFORMANCE, how many were non-tenured teachers?**

*Non-tenured teachers are often relatively inexperienced or novices. This includes teachers in their initial induction year, teachers who are on year-to-year contracts, and those teachers who have not entered a more permanent status, traditionally referred to as tenure.*

\_\_\_ None or \_\_\_ \_\_\_ \_\_\_ Teachers

**d. Of those teachers who were dismissed or did not have their contracts renewed as a result of POOR PERFORMANCE, how many were tenured teachers?**

*Tenured teachers have satisfactorily completed a probationary period and were given a contract as a career or permanent employee.*

\_\_\_ None or \_\_\_ \_\_\_ \_\_\_ Teachers

**66. From the list below, select the first, second, and third most common reasons that teachers were dismissed or did not have their contracts renewed LAST SCHOOL YEAR (2010-11).**

- 1 – Layoffs due to school closings or school mergers
- 2 – Layoffs due to reduced enrollment
- 3 – Layoffs due to a reduction in force, unrelated to reduced enrollment or school closings (e.g., budget cuts)
- 4 – Failure to meet Highly Qualified Teacher (HQT) requirements  
*(Generally, to be Highly Qualified, teachers must 1) have a bachelor's degree; 2) hold full state certification or licensure, including an "alternative certification"; and 3) demonstrate competency in the subject area(s) they teach. The HQT requirement is a provision under No Child Left Behind [NCLB].)*
- 5 – Poor performance of teachers
- 6 – Other → Please specify \_\_\_\_\_

*Enter the appropriate code (1-6) for items 66a, b, and c below.*

**a. From the reasons listed above, what was the most common reason that teachers were dismissed or did not have their contracts renewed last school year?**

\_\_\_ Most common reason

**b. From the reasons listed above, what was the SECOND most common reason that teachers were dismissed or did not have their contracts renewed last school year?**

\_\_\_ SECOND most common reason → GO TO item 66c below.

\_\_\_ No second most common reason → GO TO Section VIII on page XX.

**c. From the reasons listed above, what was the THIRD most common reason that teachers were dismissed or did not have their contracts renewed last school year?**

\_\_\_ THIRD most common reason

\_\_\_ No third most common reason

## VIII PRINCIPAL/ SCHOOL HEAD AND TEACHER COMPENSATION

**67. Is there a salary schedule for TEACHERS in this school?**

\_\_\_ Yes → GO TO item 69 below.

\_\_\_ No → GO TO item 68 below.

**68. What would be the normal yearly base salary for a teacher with a bachelor's degree and no teaching experience in this school?**

*Please report salaries in whole dollars.*

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 Per year → GO TO item 70a below.

**69. According to the salary schedule, what is the normal yearly base salary for –**

*Please respond to each of the options.*

*If this school's salary schedule does not include the specific degree and experience combination, report the salary that a person with this degree and experience would earn.*

*Please do not include one-time bonuses.*

*Report in whole dollars.*

**a. A teacher with a bachelor's degree and no teaching experience?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**b. A teacher with a bachelor's degree and 10 years of teaching experience?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**c. A teacher with a master's degree and no teaching experience?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**d. A teacher with a master's degree and 10 years of teaching experience?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**e. A teacher with a master's degree and 15 years of teaching experience?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**f. A teacher at the highest possible step on the salary schedule?**

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**70a. Thinking about the teachers in this school this school year, what is the base salary of the lowest paid full-time teacher?**

*Please report salaries in whole dollars.*

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**b. Thinking about the teachers in this school this school year, what is the base salary of the highest paid full-time teacher?**

*Please report salaries in whole dollars.*

\$\_\_\_ \_\_\_, \_\_\_ \_\_\_.00 per year

**71. Does this school offer the following to any teachers?**

**a. General medical insurance**

☐ Yes

☐ No

**b. Dental insurance**

☐ Yes

☐ No

**c. Group life insurance**

☐ Yes

☐ No

**d. Defined-benefit retirement plan**

(A defined-benefit retirement plan is a plan in which benefits are invested in a group trust fund which employees do not control. Benefits are based on a formula that takes into account employee's length of employment and earnings.)

☐ Yes

☐ No

**e. Defined-contribution retirement plan**

(A defined-contribution retirement plan is a plan where contributions are paid into an individually controlled retirement account. Funds available at retirement depend upon the nature of the investment and its returns. 401k and 403b plans are defined-contribution.)

☐ Yes →(1) **Does the employer pay any funds into this plan?**

☐ No      *Mark (X) only one box, then GO TO item 71f below.*

☐ Yes, but only as a match to employee contribution

☐ Yes, but no employee contribution required

☐ No

**f. Tuition reimbursement**

☐ Yes

☐ No

**g. Housing, housing subsidies, or rent assistance**

☐ Yes

☐ No

**h. Subsidized meals**

☐ Yes

☐ No

**i. Subsidized transportation**

☐ Yes

☐ No

**72. Does this school currently use any pay incentives to recruit or retain teachers to teach in fields of shortage?**

☐ Yes

☐ No

**73. How many days is the normal contract year for a teacher in this school?**

*Include professional development, student contact days, and other days covered in a typical teacher's contract.*

Days per contract year

**74. How many days is the normal contract year for a principal in this school?**

*Include professional development, student contact days, and other days covered in a typical principal's contract.*

Days per contract year

**75. Is there a tenure system for principals in this school?**

☐ Yes

☐ No

## IX CONTACT INFORMATION

**76. What is the name of the person who completed most of this questionnaire?**

---

**77. What is his or her job title?**

---

**78. What is his or her telephone number?**

AREA CODE TELEPHONE NUMBER

— — — — — - — — — — - — — — — —

**79a. What is his or her work e-mail address?**

---

**b. What is his or her home e-mail address?**

---

**80. Please enter the date you completed this questionnaire.**

*Report month as a number, i.e., 01 for January, 02 for February, etc.*

Month                  Day                  Year

— —                  — —                  201—

**81. Please verify this school's or program's name and mailing address that are printed on the front of this questionnaire.**

**If any part of the name and mailing address is incorrect, enter the correction(s), as necessary, in the appropriate space(s) below.**

**School or program name**

---

**Mailing address**

---

**City**

---

**State**

— —

**ZIP Code + 4**

— — — — — - — — — —

**82a. Is the physical or street address of this school or program the same as the mailing address?**

☐ Yes  
☐ No ↓

**b. Please print this school's or program's physical or street address.**

**Street**

---

**City**

---

**State**

--

**ZIP Code**

-----

**83. What is the SCHOOL e-mail address?**

---

**Thank you very much for your participation  
in this survey. If you have any questions,  
please contact us, toll-free, at: 1-800-221-1204  
or by e-mail at: [dsd.sass@census.gov](mailto:dsd.sass@census.gov).**

**To learn more about this survey and to  
access reports from earlier collections, see  
the Schools and Staffing Survey (SASS) website at:  
<http://nces.ed.gov/surveys/sass>**

**Additional data collected by the National  
Center for Education Statistics (NCES) on  
a variety of topics in elementary,  
secondary, postsecondary, and  
international education are available  
from NCES' website at:  
<http://nces.ed.gov>**

**For additional data collected by various  
Federal agencies, including the  
Department of Education, visit the  
Federal Statistics clearinghouse at:  
<http://www.fedstats.gov>**